

# Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

SECRETARY OF THE SENATE

17 MAY 11 PM 1:48

**Post-Travel Filing Instructions:** Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND  
☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Stanford University's Hoover Institution

Private Sponsor(s) (list all): \_\_\_\_\_

Travel date(s): April 18, 2017 - April 20, 2017 (Tuesday - Thursday)

Name of accompanying family member (if any): \_\_\_\_\_

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

## Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$352.29	\$300.00	\$149	
<input checked="" type="checkbox"/> Actual Amount				

## Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): 9 roundtable discussions were held with Hoover Fellows and scholars on various topics. 2 working dinners featured

speakers on topics of national security. We toured campus and heard about the Hoover archive collections.

5/11/17  
(Date)

Elizabeth McWhorter  
(Printed name of traveler)

[Signature]  
(Signature of traveler)

## TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

5/11/2017  
(Date)

[Signature]  
(Signature of Supervising Senator/Officer)

Date/Time Stamp:

## EMPLOYEE PRE-TRAVEL AUTHORIZATION

**Pre-Travel Filing Instructions:** Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Elizabeth McWhorter

Name of Traveler: \_\_\_\_\_  
Employing Office/Committee: Senate Homeland Security and Governmental Affairs Committee  
Private Sponsor(s) (list all): Stanford University's Hoover Institution  
Travel date(s): April 18, 2017 - April 20, 2017 (Tuesday - Thursday)  
*Note: If you plan to extend the trip for any reason you must notify the Committee.*  
Destination(s): Flying into San Francisco for a Palo Alto conference

Explain how this trip is specifically connected to the traveler's official or representational duties:

As the Committee's senior staffer on intelligence, counterterrorism, and terrorism prevention issues, I will use lessons learned from the experienced national security professionals leading seminars and roundtable discussions, as well as Hoover's research archives to inform future policy.

Name of accompanying family member (if any): \_\_\_\_\_  
Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

3/15/17  
(Date)

Elizabeth McWhorter  
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Ron Johnson hereby authorize Elizabeth McWhorter  
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

3/15/17  
(Date)

Ron Johnson  
(Signature of Supervising Senator/Officer)

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

- Private Sponsor Certification - Page 1 of 4



9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

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11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Stanford University's Hoover Institution solely planned all aspects of the trip, including topics to be discussed, travel/accommodation logistics, and required paperwork. Hoover employees will also be responsible for traveling with congressional staff and managing logistics for the duration of the trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The Hoover Institution is a research institution that seeks to improve the human condition by advancing ideas that promote economic opportunity and prosperity while securing and safeguarding the peace through its world renowned scholars, library, and archives, as well as by engaging Congress and its staff.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

This is the second sponsored trip for congressional staff organized by the Hoover Institution. The first was in August 2016, and had a similar format and similar content as this trip.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Stanford University's Hoover Institution regularly sponsors policy panels and roundtables for think tank scholars, journalists, congressional staff, Executive branch officials, academics, and members of the general public.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$500 roundtrip airfare; \$200 ground transportation	\$300 total (\$150/night)	\$160 total (\$64/day)	N/A
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip is arranged/organized specifically for congressional participation. Seminar students are all congressional employees. However, non-congressional employees will teach and speak at the seminar.

18. Reason for selecting the location of the event or trip

In order to have a significant number of Hoover senior fellows participate in the event, we are hosting at the Hoover Institution's headquarters on the Stanford University campus.

19. Name and location of hotel or other lodging facility:

Schwab Residential Center, 680 Serra St., Stanford, CA 94305

20. Reason(s) for selecting hotel or other lodging facility:

Schwab Residential Center is owned and operated by Stanford. It is in close proximity to the events that comprise the program.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Our daily expenses are on par with the official Federal Government travel per diem rates. The per diem rate for lodging surrounding Stanford University is \$206 per night, whereas our chosen lodging is priced lower. Our meal expenses are being planned to comply with the \$64 government per diem.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Stanford University's Hoover Institution will provide coach-class round-trip airfare and ground transportation to Stanford University from Washington, DC.

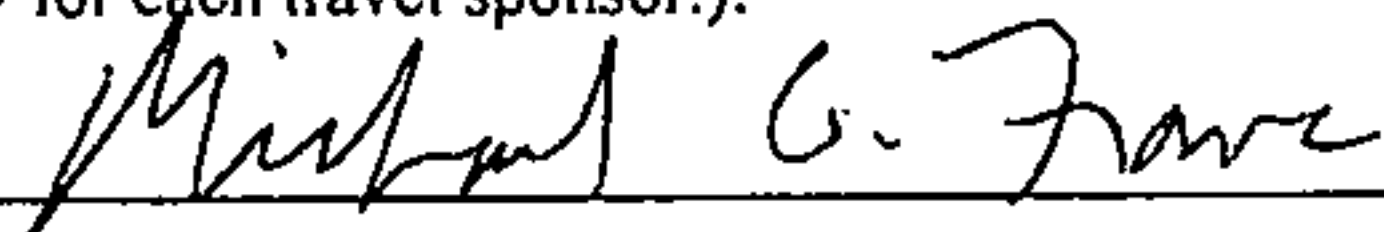
23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:



Name and Title: Michael G. Franc, Director of Washington, DC Programs

Name of Organization: Hoover Institution

Address: 1399 New York Ave NW, Suite 500, Washington, DC 20005

Telephone Number: (202) 760-3200

Fax Number: (202) 760-3191

E-mail Address: mfranc@stanford.edu

**Hoover Institution Stuart Family Congressional Fellowship Program  
Senate Attendee List**

**Ryan Berger**, Deputy Chief of Staff and Legislative Director, Senator Joni Ernst

**Carter Burwell**, Deputy Chief Counsel, Senate Judiciary Committee

**Chris Hixon**, Staff Director, Senate Homeland Security and Governmental Affairs Committee

**Brian Kennedy**, Military Legislative Assistant, Senator Jeff Flake

**Elizabeth McWhorter**, Professional Staff Member, Senate Homeland Security and Governmental Affairs Committee

**Amanda Neely**, Deputy Chief Counsel, Senate Permanent Subcommittee on Investigations

**Graham Steele**, Minority Chief Counsel, Senate Banking Committee

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**HOOVER  
INSTITUTION**

**Stanford  
University**

**Hoover Institution  
Stuart Family Congressional Fellowship Program**

*April 18-20, 2017  
Hoover Institution at Stanford University  
Palo Alto, California*

**Tuesday, April 18, 2017**

**8:30 AM:** Depart DCA on United Airlines Flight 2042

**11:35 AM:** Arrive SFO, shuttle to Stanford campus

**1:00 – 1:30 PM:** Welcome by Hoover Director Tom Gilligan and lunch

**1:30 – 2:30 PM:** Former Ambassador Michael McFaul on Russia's New Confrontation with the West

**2:45 – 4:15 PM:** Presentation of Hoover Archives and tour of Hoover Tower  
Note: This tour will show attendees the vast collection of archival materials that the Hoover Institution possesses, which they can access for policy research purposes.

**4:15 – 5:15 PM:** Former Secretary of State George Shultz on Climate Change

**5:15 – 6:00 PM:** Break

**6:00 – 9:00 PM:** Dinner and keynote remarks by former Secretary of State Condoleezza Rice on Foreign Policy

**Wednesday, April 19, 2017**

**8:30 – 9:00 AM:** Continental Breakfast

**9:00 – 10:20 AM:** Ed Lazear on the Economy

**10:20 – 11:15 AM:** Michael Boskin on an Agenda for Pro-Growth Tax and Regulatory Reform

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**11:15 AM – 12:00 PM:** Tour of campus

**12:00 – 1:00 PM:** Lunch

**1:00 – 2:20 PM:** Ayaan Hirsi Ali on the Challenge of Dawa and Assimilation

**2:20 – 2:30 PM:** Break

**2:30 – 3:50 PM:** Caroline Hoxby on Education Policy

**3:50 – 4:00 PM:** Break

**4:00 – 5:00 PM:** Former Secretary of Defense Bill Perry on North Korea

**5:00 – 5:30 PM:** Break

**5:30 – 6:00 PM:** Shuttle to restaurant

**6:00 – 9:00 PM:** Dinner and keynote remarks by Niall Ferguson on the Economic Decline of Rich Countries

**8:30 – 9:30 PM:** Shuttle to Schwab Residential Center

**Thursday, April 20, 2017**

**8:30 – 9:00 AM:** Continental breakfast

**9:00 – 10:20 AM:** John Cogan on Entitlements

**10:20 – 10:30 AM:** Break

**10:30 – 11:50 AM:** Abbas Milani on Domestic Politics and Nuclear Negotiations in Iran

**11:50 AM – 12:30 PM:** Lunch

**12:30 PM:** Depart campus for SFO

**3:50 PM:** Depart SFO on United Airlines Flight 517

**11:55 PM:** Arrive IAD

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3/8/2017

On behalf of the Hoover Institution Stuart Family Congressi... - Laura Huggard

## On behalf of the Hoover Institution Stuart Family Congressional Fellowship Program

Laura Huggard

Fri 2/24/2017 9:30 AM

To: elizabeth\_mcwhorter@hsgac.senate.gov <elizabeth\_mcwhorter@hsgac.senate.gov>;

Dear Ms. McWhorter,

We are pleased to inform you that you have been selected to attend the Hoover Institution's Stuart Family Congressional Fellowship Program, which will take place on the Stanford University campus in Palo Alto from April 18-20, 2017.

Your submission was exceptional among the many that we received, and we hope you are still able to join us for the trip. Please let me know by if you'd like to accept our offer of admission by Wednesday, March 1st, at which point I'll follow up with the appropriate ethics forms and deadlines, along with travel and lodging information.

Again, thank you for your interest in the program and we hope you'll be able to join us.

Best regards,

Laura Huggard

Administrative Associate

Hoover Institution | Stanford University

(202) 760-3189 | lhuggard@stanford.edu

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